



**AMBASSADOR'S RESIDENCE, AMERICAN EMBASSY  
NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT  
for  
COOK  
at  
AMBASSADOR'S RESIDENCE**

**OPEN TO:** All interested candidates

**POSITION:** Cook

**OPENING DATE:** June 1, 2012

**CLOSING DATE:** June 14, 2012

**WORK HOURS:** Full-time; 54 hours/week

**SALARY:** Starting salary will be determined on the basis of qualifications and experience.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in New Delhi is seeking an individual for the position of Cook at the Ambassador residence.

Only applicants who are selected for the interview will be contacted.

**BASIC FUNCTION OF POSITION**

Take total charge of the Residence Kitchen and be responsible for all food-related requirements of the Residence.

- Day-to-day planning and operation of the Residence Kitchen, to include preparation and presentation of food items, for the family, guests and for special functions.
- Ensure quality and health standards of food prepared to the highest possible.

- Proper utilization, accountability and inventory of raw materials and kitchen equipment. Ensure proper storage of food items at all times.
- Ensure cleanliness in the kitchen area to include equipment, utensils, surrounding area etc.
- Any other normal services and duties associated with the position/ additional work in connection with the kitchen operations. Any other work as assigned by the Residence Manager.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Professional training, preferably from a 5-Star hotel.
2. Knowledge of continental cuisine and Asia/Indian cuisine.
3. Minimum two years of related experience.

### **TO APPLY**

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website [http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html) **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

U. S. Embassy  
Human Resources Office  
Attention: S/HRO  
Shantipath, Chanakyapuri  
New Delhi 110 021

**or**

FAX: 2419-8056

Or

E-mail: [NewDelhiOREVacancies@State.gov](mailto:NewDelhiOREVacancies@State.gov)

## **POINT OF CONTACT**

Telephone: 24198716

Please insert "Application for **COOK** (Vacancy Announcement Name) in the Subject of the E-mail. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

**CLOSING DATE FOR THIS POSITION: (June 14, 2012)**

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also

strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.